



JET PROPULSION LABORATORY
CALIFORNIA INSTITUTE OF TECHNOLOGY

REQUEST FOR PROPOSAL

REQUEST FOR PROPOSAL NO.: **SCO-552785**

FOR:

FACILITIES MAINTENANCE AND OPERATIONS (M&O) SERVICES

PROPOSALS ARE TO BE RECEIVED AT JPL NO LATER THAN:

Date: **November 04, 2002**

Local Time: **3:00 p.m. Pacific Standard Time**

COMMUNICATIONS IN REFERENCE TO THIS RFP

It is requested that any communication in reference to this RFP be in writing and directed to the attention of:

Name: Steven C. Ogle

Mail Stop: 200-215

Title: JPL Contract Negotiator

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Date of Issuance: September 05, 2002

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This Section of this RFP consists of those forms and documents containing information applicable to this RFP. Group A Attachments must be completed and attached to your proposal. Group B Attachments consist of forms and documents for informational purposes only. Both A and B Attachments can be found through the electronic address identified below. Hard copies of the Group B Attachments will be mailed by request only. Note that Group B Attachments are very important and may become requirements under the Contract.	
World Wide Web: http://acquisition.jpl.nasa.gov/e2000.htm	
3. Specimen Contract, Dated September 05, 2002	

GENERAL INSTRUCTIONS

1.0 PROPOSAL REQUIREMENT

The effort to be performed will be in accordance with the Specimen Contract; if you choose to submit more than one proposal for this effort, each proposal must be independently complete and under separate cover.

2.0 PACKAGING AND SUBMITTING YOUR PROPOSAL

2.1 Organization and Format.

- 2.1.1 Your proposal, which should be organized as closely as practicable to the format and sequence indicated in these proposal instructions, must be submitted as outlined below. Please note that JPL has assigned a mandatory page limitation to the individual proposal volumes. Technical, management and cost information **MUST** be submitted within its respective volume. Any information not pertaining to a particular volume will be excluded from evaluation (e.g. management information included in the cost volume will not be evaluated etc.).

<u>Volume Number/Title:</u>	<u>Number of Paper Copies:</u>	<u>Page Limitation:</u>	<u>Number of Electronic Copies</u>
1. Technical/Management	Eight	None	Two
2. Past Performance	Eight	25 Pages	Two
3. Price and Payment Terms	Eight	None	Two

The electronic copies shall be submitted in searchable .PDF format files stored on CD-ROM. In case of any discrepancy between the paper and electronic versions of the proposal, the paper version shall prevail.

- 2.1.2 For the purpose of the mandatory page limitation, the following rules apply:
- 2.1.2.1 All text must be typed on 8 1/2" x 11" paper.
 - 2.1.2.2 Drawings will be considered as part of the page count. Fold out drawings will be counted proportionally as additional pages (e.g. 11" x 17" will be counted as two pages, etc.).
 - 2.1.2.3 A minimum of single spacing is required. Page margins shall be no less than 1/2" inch at the top, bottom, and sides.
 - 2.1.2.4 Type font size shall be no smaller than 10-point character height.
 - 2.1.2.5 A page is defined as each face of a piece of paper containing substantive evaluable information. Any pages, which exceed the above noted limitations, will be removed from the proposal and will not be evaluated.
- 2.1.3 Your proposal is to be accompanied by a completed Contract executed by the appropriate official within your company. The completed Contract shall constitute a binding offer from your company. *Important: see Section 9.0 of the General Instructions for JPL's position on deviations to the Specimen Contract*

Schedule, Exhibits, Attachments, Appendices, General Provisions, and Additional General Provisions.

- 2.1.4 Unnecessarily elaborate brochures or presentation layouts, other than those sufficient to present a complete and effective proposal, are not desired. Except when specifically requested, mockups, models, samples, hardware, or software of any kind must not be furnished and will not be considered.
- 2.1.5 JPL reserves the right to retain all proposal information submitted in response to this RFP.

2.2 Address and identification

To help ensure timely receipt and processing of your proposal, please affix a yellow adhesive label to the envelope/container containing the complete original copy of your proposal. The yellow label is JPL's notification that the package you send is a proposal. A label format is available on the RFP website. If you do not choose to use this label, address your proposal on a similar yellow label containing JPL's address, the name of the individual designated on the cover page of this RFP (including the mail stop) and the RFP number. All proposal envelopes/containers must be identified with the RFP number that appears on the RFP cover page.

2.3 Hand carried proposals.

Hand-carried proposals must be delivered to the California Institute of Technology/Jet Propulsion Laboratory (JPL) Visitor Control Center at 4800 Oak Grove Drive, Pasadena, Building 249, where it will be received and time stamped. Visitor Control is open to receive proposals only on working weekdays, between 7:30 A.M. and 4:30 P.M.

PROPOSALS ARE DUE AT THE TIME AND ON THE DATE STATED ON THE COVER OF THIS RFP.

3.0 GENERAL INFORMATION.

3.1 Proposal Preparation and Related Costs.

This RFP does not commit JPL to pay any costs incurred in submitting your proposal, making studies or designs for preparing the proposal or in procuring or subcontracting for services or supplies related to the proposal.

3.2 Data

If the proposal contains data that either you or your subcontractors do not wish to be disclosed for any purpose other than proposal evaluation, you must mark the cover sheet of each volume containing such information with the legend below:

"Data contained in pages _____ of this proposal furnished in connection with RFP Number SCO-552785 shall not be used or disclosed, except for evaluation purposes, provided that if a contract is awarded to this offeror as a result of or in connection with the submission of this proposal, JPL shall have the right to use or disclose this data to the extent provided in the contract. This restriction does not limit JPL's right to use or disclose any data obtained from another source without restriction."

3.3 Requests for clarification/RFP Addenda.

During the proposal preparation period, all requests for clarification and/or additional information must be submitted in writing to the attention of the individual designated on the cover page of this RFP. When appropriate, responses to requests, as well as any JPL-initiated changes, will be provided to all prospective proposers in writing as addenda to the RFP. *Note: you must reference all addenda on your Acknowledgement to the RFP (Attachment A-1).*

4.0 LATE PROPOSALS

Any proposal, portion of a proposal, or unrequested proposal received at JPL after the time and date specified on the cover page of this RFP is late. Any volume of a proposal received after the time and date specified will cause the entire proposal to be late. Late proposals will not be considered for award except under the following circumstances:

- 4.1 JPL determines that the late receipt was due solely to a delay by the U.S. Postal Service for which the offeror was not responsible. Timely postmark or receipt of registered, certified, or express mail "next day service" establishing the time of deposit must be evidenced.
- 4.2 JPL determines that the proposal was late due solely to mishandling by JPL after receipt at JPL, provided that timely receipt at JPL is evidenced.
- 4.3 No acceptable proposals are received in a timely manner.
- 4.4 An emergency or unanticipated event interrupts normal JPL processes so that solicitation responses cannot be received at the JPL office designated for receipt by the exact time specified in the solicitation, and urgent JPL requirements preclude amendment of the solicitation closing date. In this event, the time specified for receipt of proposals will be extended to the same time of day specified in the solicitation on the first work day on which normal JPL processes resume.

5.0 DELETED.

6.0 CONTRACT AWARD TERM OPTIONS

The Specimen Contract contains a series of Award Term Options, known as "Extension Units." The RFP requests pricing for the Extension Units, and Extension Unit pricing will be considered in the proposal evaluation for source selection purposes.

7.0 SOURCE EVALUATION AND SELECTION PROCESS

7.1. Source Evaluation

NOTE: PROPOSERS ARE REMINDED THAT ALL SUBMITTALS, INCLUDING THE INITIAL PROPOSAL, ARE CONSIDERED BINDING OFFERS.

Proposals will be evaluated in the areas described in paragraph 8 below. Price will not be scored, but is of approximately equal importance to the combined technical, management, and past

performance areas and is considered a substantial factor in source selection. JPL plans to make source selection based on the offeror whose proposal is determined to represent the best value to JPL. JPL's best value source selection is based on the following: If all offers in the competitive range are of approximately equal qualitative (technical, management, and past performance) merit, JPL will select for award the offeror with the lowest price. However, JPL may select for award an offeror whose proposal offers a higher qualitative merit if the difference in price is commensurate with added value. Conversely, JPL may select for award an offeror whose proposal offers a lower qualitative merit if JPL determines that the price differential between it and other proposals so warrants.

JPL will evaluate the proposals utilizing the following process:

- 7.1.1 Before issuing the RFP, JPL established specific criteria and their weighting for the evaluation of Technical and Management Proposals. After receipt at JPL, the proposals are evaluated against the pre-set criteria outlined in paragraph 8 below.
- 7.1.2 Price proposals.
 - 7.1.2.1 Price proposals are reviewed for mathematical accuracy, rate application, price omissions, and price reasonableness. If the Buy American Act, the Balance of Payment Program, or rent-free use of Government-furnished property applies, the prices will be adjusted as required for the purposes of evaluation.
 - 7.1.2.2 JPL may determine that a proposal is unacceptable if the prices proposed are materially unbalanced (e.g., between items, prices, or rates in Article 3 of the Specimen Contract for which JPL will make separate payments, or between prices for the basic contract work and options, if any). Unbalanced pricing exists when, despite an acceptable total evaluated price, the price of one or more items is significantly overstated or understated as indicated by the application of cost or price analysis techniques. A proposal may be rejected if JPL determines that lack of balance poses an unacceptable risk to JPL.
- 7.1.3 Responsibility is assessed within the meaning of Federal Acquisition Regulation 9.1. Award will not be made to a Contractor deemed to be nonresponsible.
- 7.1.4 Competitive Range Determination
 - 7.1.4.1 Results of the initial proposal evaluation are used to determine which proposals are within the competitive range (i.e., those having a reasonable chance of being selected for award). Proposals determined not to be within the competitive range are eliminated from further consideration, and the proposers are notified accordingly.
 - 7.1.4.2 JPL may, at its discretion, conduct limited communications with one or more proposer(s) for the purpose of determining whether the proposer should be included in the competitive range. Such

communications may be conducted to enhance JPL's understanding of proposal(s) and may be used to:

- 7.1.4.2.1 Validate the proposed price; and
- 7.1.4.2.2 Clarify omissions, ambiguities and uncertainties in the proposer's supplemental business/cost information; and
- 7.1.4.2.3 Clarify relevant past performance information.

JPL reserves the right to make a competitive range determination without conducting such communications. Further, JPL, at its discretion, may waive minor informalities and minor irregularities in proposals received.

7.1.5 Discussions with Proposers after establishment of the competitive range.

JPL may make source selection at any time after initial proposal submittal.

After the initial proposal evaluation, JPL may conduct discussions with the proposers determined to be in the competitive range. The purpose of the discussions is to assist the evaluators in fully understanding each proposal by:

- 7.1.5.1 Discussing those aspects of each proposal which contain omissions, ambiguities, and uncertainties;
- 7.1.5.2 Verifying and discussing strengths and significant weaknesses, including past performance information, which could affect work performance;
- 7.1.5.3 Verifying the validity of the proposed price; and
- 7.1.5.4 Assessing the proposed personnel and the proposers capabilities for performing the work.

Discussions will be tailored to each proposal and will be conducted by JPL with each proposer in the competitive range. Discussions with each proposer shall be strictly limited to information specific to that proposer. JPL reserves the right to videotape, record, or otherwise memorialize all discussions with proposers.

- 7.1.6 Upon completion of discussions, JPL will request each proposer to submit an updated written proposal that strictly reflects the results of the discussion. The updated proposal shall include a completed Contract executed by the proposer, which shall constitute a binding offer from the proposer.

7.2 Selection Process

The results of the final evaluation are submitted to the JPL Source Selection Official, who selects the Contractor(s) for award.

- 7.3 JPL reserves the right to reject all proposals, to award a contract based on initial proposals (without proposal clarifications or discussions) or to conduct oral discussions prior to making source selection.

8.0 EVALUATION CRITERIA AND FACTORS

- 8.1 Scored Criteria. The following scored Criteria will be utilized in the evaluation of Proposals. The Factors shown under the Criteria are not weighted for evaluation purposes, and are not listed in any particular order of importance:

8.1.1 Technical Factors

8.1.1.1 Criterion T-1: Scheduled Maintenance (200 points).

The degree to which the proposer's scheduled maintenance program provides for timely, appropriate, and effective maintenance which minimizes unscheduled down time by predicting and correcting potential problems, and maximizes the effectiveness of the work force. Factors include:

8.1.1.1.1 Strength of Initial Annual Work Plan

8.1.1.1.2 Reliability-Centered Maintenance

8.1.1.1.3 Facilities Condition Assessment

8.1.1.1.4 Operation Procedures Plans.

8.1.1.2 Criterion T-2: Unscheduled work (200 points)

The degree to which the proposer's structured approach to unscheduled events provides for timely, appropriate, and effective responses which minimize the dislocation to Laboratory programs and projects. Unscheduled events are defined as emergencies, after-hours work, JPL equipment failure, rescheduled work, and disaster response.

8.1.1.3 Criterion T-3: Quality Assurance and Quality Control (150 Points).

The degree to which the proposer's Quality Assurance and Quality Control program (including safety) promotes industry best practices in performing QA/QC on the maintenance and operations services contract.

8.1.2 Management Factors

8.1.2.1 Criterion M-1: Management and Resources (150 Points)

The degree to which the proposer's management provides for effective organization, implementation, monitoring, and control of the effort. Factors include:

8.1.2.1.1 Experience and Empowerment of the Management Team.
NOTE: The Project Manager and the Management Team members identified by the proposer will become “Key Personnel” in accordance with the Specimen Contract Provisions, should the proposer be awarded a Contract.

8.1.2.1.2 Adequacy and Capability of Technical and Administrative Resources

8.1.2.1.3 Facilities, Equipment, and Subcontracts

8.1.2.2 Criterion M-2: Transition (100 Points).

The degree to which the proposer’s Transition Plan provides for a seamless transition from the existing Maintenance and Operations Contract, and for ongoing operations which ensure complete and appropriate service.

8.1.3 Past Performance and Related Experience (200 Points)

The degree to which the proposer’s past performance and related experience validates the proposer’s ability to perform the work defined in the Specimen Contract.

8.2 Price.

9.0 EXCEPTIONS TO GENERAL PROVISIONS AND ADDITIONAL GENERAL PROVISIONS.

9.1 JPL has made the determination that ANY exceptions to JPL’s General provisions and/or Additional General Provisions will render your proposal unacceptable for evaluation.

9.2 Moreover, a large number of exceptions, or one or more significant exceptions, to the Specimen Contract Schedule, Attachments, Appendices, or Exhibits may make your proposal unacceptable for evaluation. ***YOU MUST PROVIDE A DETAILED EXPLANATION, INCLUDING THE RATIONALE, FOR ANY EXCEPTIONS YOU TAKE.***

VOLUME ONE – TECHNICAL AND MANAGEMENT INSTRUCTIONS

Technical Criteria

This portion of the proposal instructions sets forth the requirements to be followed in preparing the Technical Volume of your Proposal. The following specific information must be included to permit an evaluation of your technical capabilities.

Criterion T-1: Scheduled Maintenance (200 points).

The degree to which the proposer's scheduled maintenance program provides for timely, appropriate, and effective maintenance which minimizes unscheduled down time by predicting and correcting potential problems, and maximizes the effectiveness of the work force.

Annual Work Plan. Provide an Initial Annual Work Plan. *The successful proposer's Initial Annual Work Plan will be incorporated into any resulting Contract.*

Discuss in detail how you will provide scheduled Annual, Semi-annual, quarterly, monthly, weekly, and daily maintenance. Identify workforce, materials, equipment, and subcontracts to be utilized in the performance of the work. Include your plan for energy and water conservation.

Reliability-Centered Maintenance (RCM): Discuss in detail how you will conduct PT&I, Infrared Thermography, Oil Analysis, Ultrasonic Testing, and motor circuit analysis. Discuss how you will use these technologies to meet the needs of JPL's Reliability Centered Maintenance (RCM) Program requirements.

Facilities Condition Assessment. Discuss in detail how you will conduct condition assessment of JPL facilities. Discuss how PT&I and other scheduled maintenance programs will be incorporated in conducting condition assessments. Describe in detail how information gathered during condition assessments will be used in the maintenance program.

Operation Procedures Plan(s) (OPP): Provide a detailed Operation Procedures Plan that addresses the requirements of Attachments 14 through 32 of the Specimen Contract. Your Plan may be written as a single Plan with subparts or as a series of separate plans, provided that the plans are bound together as a single submittal. *The successful proposer's Operational Procedures Plan(s) will be incorporated into any resulting Contract.*

Criterion T-2: Unscheduled work (200 points)

The degree to which the proposer's structured approach to unscheduled events provides for timely, appropriate, and effective responses which minimize the dislocation to Laboratory programs and projects.

Describe in detail how unscheduled work will be received, prioritized, and executed to meet the requirements of the contract. Your response should address, as a minimum, the following issues:

- Emergencies
- After-hours work

- JPL equipment failure
- Rescheduled work
- Disaster response

Criterion T-3: Quality Assurance and Quality Control (150 Points).

The degree to which the proposer's Quality Assurance and Quality Control program promotes industry best practices in performing QA/QC (including safety) on the maintenance and operations services contract.

Provide a QA/QC Plan that describes in detail how the QA/QC will be performed. *The successful proposer's QA/QC Plan will be incorporated into any resulting Contract.*

The plan should include, as a minimum, a discussion of:

- The distribution of responsibility for QA/QC within your organization
- The principles underlying your QA/QC Program (ISO 9001 or equivalent)
- The definition of success for the QA/QC program

Management Criteria

This portion of the proposal instructions sets forth the requirements to be followed in preparing the Management Volume of your Proposal. The following specific instructions must be included to permit an evaluation of your management capabilities.

Criterion M-1: Management and Resources (150 points)

The degree to which the proposer's management provides for effective organization, implementation, monitoring, and control of the effort.

Factor: Experienced and Empowered Management Team

Project Manager: Describe the Project Manager's relevant experience; include resume. Define the Project Manager's responsibility, and authority to manage and control the required resources (personnel, facilities, materials, finances, subcontractors, etc.). Identify the percentage of the Project Manager's time that will be allocated to this effort. Discuss how problems beyond the Project Manager's authority will be resolved. Discuss how the Project Manager's performance will be evaluated.

Site Management Team (Project Manager's Direct Reports): Discuss the relevant experience (including resumes), responsibilities of the site management team (direct reports to the Project Manager). Include a discussion of the relevant experience of the team managers with each other and with the proposed Project Manager. Discuss how their performance will be evaluated.

IMPORTANT: THE PROJECT MANAGER AND THE MANAGEMENT TEAM MEMBERS IDENTIFIED BY THE PROPOSER WILL BECOME "KEY PERSONNEL" IN ACCORDANCE WITH THE SPECIMEN CONTRACT PROVISIONS, SHOULD THE PROPOSER BE AWARDED A CONTRACT.

Organization: Submit your company organization chart, customized to include an organization chart specific to this effort. Show lines of authority from the Chief Executive Officer to the Project Manager. Identify organizational elements and personnel under the control of the Project Manager as well as any elements that will be working on this effort but which may be under technical or administrative control of other organizational elements within the company, affiliates, or subcontractors.

Factor: Adequate and Capable Resources

Discuss in detail your staffing, facilities, subcontracted efforts, and equipment proposed to accomplish the effort.

Discuss your plan for staffing the effort with qualified technical and administrative personnel (where you will get them, how you will recruit them, how you will retain them). Include a discussion of 1) your organization's current labor pool including the type and qualifications of your personnel, 2) your assessment of the availability of qualified personnel from other sources, and 3) how staff will be kept proficient in their respective disciplines.

Describe how staffing will be affected by other existing and projected business during the Contract period of performance plus options.

Provide planned monthly work force loading by trade discipline during the Contract period of performance including all options.

Discuss your plan for subcontracted work, including what elements you plan to subcontract, how you will manage subcontracts, how you will implement and maintain quality control (including safety), and how you will evaluate subcontractors' performance. Discuss your plan for engaging small business, small disadvantaged business, women-owned business, and hub zone business in your subcontracted efforts.

Discuss the facilities and equipment (including vehicles) you plan to use in the performance of this effort. Include, in the case of facilities, a discussion of owned vs. leased/rented facilities. Include contingency plans established to address potential conflicts regarding facility and equipment availability.

CRITERION M-2 – Transition (100 points)

The degree to which the proposer's Transition Plan provides for a seamless transition from the existing Maintenance and Operations Contract, and for ongoing operations which ensure complete and appropriate service.

Provide a detailed transition plan. *The successful proposer's Transition Plan will be incorporated into any resulting Contract.*

Discuss in detail how you plan to phase in your Project Manager, line management and supervision, and your technical and administrative staff. Include a week-by-week phase-in

schedule. Include a discussion of your access requirements to the Laboratory buildings, equipment, and grounds. Include a schedule, broken down to the weekly level, indicating when the elements of the phase-in process will take place. Provide a detailed discussion of your plan for taking over the work from the current contract, including uncompleted Trouble Calls, at the beginning of full Maintenance and Operations Service at 12:01 a.m. on September 17, 2003. Your discussion should include the methods you will use to ensure that there is no interruption of service between the old and new Contracts.

VOLUME TWO – PAST PERFORMANCE AND RELATED EXPERIENCE INSTRUCTIONS

Past Performance and Related Experience Criteria (200 Points)

The degree to which the proposer's past performance and related experience validates the proposer's ability to perform the work defined in the Specimen Contract.

This portion of the proposal instructions sets forth the requirements to be followed in preparing the Past Performance / Related Experience Volume of your Proposal. The following specific information must be included to permit an evaluation of your past performance and related experience:

1. Provide the following information for all programs of similar complexity, workforce, and cost undertaken by your company within the last five years:
 - a. Contract number
 - b. Customer name and current address
 - c. Description of the effort, including age of the facility
 - d. Current Cognizant Negotiator or Contracting Officer and telephone number
 - e. Current Contract Technical Manager or Contracting Officer's Technical Representative (COTR) and telephone number
 - f. Period of performance
 - g. Average number of personnel assigned to the contract
 - h. Contract type
 - i. Starting cost or price
 - j. Current or final cost or price. If different from starting cost or price, include an explanation of the difference.
2. Discuss at least three of these contracts in detail, selecting at least one successful and at least one less than successful effort. Include in your discussions your assessments for the reasons for the success or lack of success of each effort and the lessons learned therefrom.

VOLUME THREE - PRICING INSTRUCTIONS

This portion of the proposal instructions outlines the requirements to be followed in preparing the cost proposal.

1.0 PROPOSAL PRICING

Provide a total price for each item listed in Attachment A-20 to the RFP. Specific information on periodic quantities for certain activities such as maintenance painting and landscaping can be found in the appropriate Specimen Contract Attachments and Appendices.

While JPL has not requested specific price support information, your price proposal should include a narrative description of the methodology upon which you relied in developing your price. If industry standards (such as R.S. Means) are used, your proposal should cite the standards used and explain how they were applied.

2.0 PARTIAL PAYMENTS

Partial Payments will be allowed in accordance with Article 3 of the Specimen Contract.

3.0 PROGRESS PAYMENTS

Progress payments will not be allowed under this Contract.

4.0 LIMITATION OF JPL'S OBLIGATION

Proposers are referred to ARTICLE 7, LIMITATION OF JPL'S OBLIGATION, of the Specimen Contract.

5.0 (THIS PARAGRAPH IS INTENTIONALLY LEFT BLANK).

6.0 (THIS PARAGRAPH IS INTENTIONALLY LEFT BLANK).

7.0 (THIS PARAGRAPH IS INTENTIONALLY LEFT BLANK).

8.0 SUPPLEMENTAL BUSINESS/COST INFORMATION

8.1 Financial Statement

Submit a copy of your annual financial statements for the last three years and any information regarding additional resources required to perform the proposed effort, such as an established line of credit or other financial resources.

8.2 License and Royalty Information.

If your proposal contains costs for royalties or licenses, indicate the amount and be ready to furnish details.

8.3 Attachments

The Section of this RFP entitled “Attachments” consists of those forms and documents containing information applicable to this RFP. Group A Attachments must be completed and attached to your cost proposal. Group B Attachments consist of forms and documents for informational purposes; these forms may also be accessed at <http://acquisition.jpl.nasa.gov/e2000.htm>.

The following attached forms and documents are organized into two major groupings:

1. Group A must be completed and returned as part of your quotation or proposal.
2. Group B are for information purposes only in preparing your quotation/proposal.

NOTE TO PROPOSERS: *Forms and documents listed below are not applicable unless the box preceding the Attachment Number is marked ☒.*

GROUP A - Complete and return as part of your quotation/cost proposal, as applicable:

Attachment Number	Title and Form Number
<input checked="" type="checkbox"/> A-1	Acknowledgment (form JPL 2384)
<input type="checkbox"/> A-2	Cost Accounting Standards (form JPL 2842)
<input checked="" type="checkbox"/> A-3	Government Property Questionnaire (form JPL 0544)
<input type="checkbox"/> A-4	(RESERVED)
<input type="checkbox"/> A-5	(RESERVED)
<input type="checkbox"/> A-6	Notice of Total Small Business Set-Aside (form JPL 4022)
<input type="checkbox"/> A-7	Notice of Total Small Business Set-Aside - Modified (form JPL 4023)
<input type="checkbox"/> A-8	(RESERVED)
<input type="checkbox"/> A-9	(RESERVED)
<input type="checkbox"/> A-10	(RESERVED)
<input type="checkbox"/> A-11	(RESERVED)
<input type="checkbox"/> A-12	Foreign Acquisitions - Certification of Eligibility for Exemption from/Certain JPL General Provisions, Additional General Provisions, and Certifications (form JPL 2881)
<input type="checkbox"/> A-13	(RESERVED)
<input type="checkbox"/> A-14	Past Performance (form JPL 0358)
<input type="checkbox"/> A-15	Cost Element Breakdown (form JPL 0549)
<input type="checkbox"/> A-16	Determination of Lowest Overall Price - Time-and-Material Proposals (form JPL 0359)
<input type="checkbox"/> A-17	Determination of Lowest Overall Price - Labor Hour Proposals (form JPL 0363)
<input type="checkbox"/> A-18	Determination of Lowest Overall Price - Labor-Hour Proposals to JPL-Provided Rate Ranges (form JPL 0364)
<input type="checkbox"/> A-19	Cost Elements Breakdown (Short Form) (form JPL 0549-1)
<input checked="" type="checkbox"/> A-20	Pricing Form - JPL Maintenance and Operations RFP

GROUP B - For information only:

Attachment Number	Title and Form Number
<input type="checkbox"/> B-1	Waiver of Rights to Inventions (form JPL 62-301)
<input type="checkbox"/> B-2	Summary Work Breakdown Structure (no form number)
<input type="checkbox"/> B-3	Notice to Offerors (form JPL 2843)
<input type="checkbox"/> B-4	Instructions for Patent Agreement for Use in Support Service Contracts (form JPL 2844) Patent Agreement (form JPL 1929)
<input checked="" type="checkbox"/> B-5	Notice of Requirement of Pre-award On Site Equal Opportunity Compliance Review (form JPL 3553)
<input checked="" type="checkbox"/> B-6	Requirements for A Subcontracting Plan (form JPL 0294)
<input type="checkbox"/> B-7	Security Requirements for a Classified Contract (form JPL 2891)
<input type="checkbox"/> B-8	Notice of Requirement for Affirmative Action to Ensure Equal Employment Opportunity(Executive

- Order 11246) (form JPL 2899)
- ☐ B-9.1 Notice to Prospective Contractors of Requirement for an Environmental Audit of the Lease Facilities (form JPL 2896)
 - ☐ B-9.2 Notice to Prospective Contractors of Requirement for an Environmental Audit of the Lease Facilities – Alternate (form JPL 2896-1)
 - ☐ B-10 Certificate of Current Cost or Pricing Data (form JPL 2496)
 - ☒ B-11 Standards of Conduct and Procedures for Handling Contractor Personnel Problems, Discipline, and Separation (form JPL 4412)
 - ☐ B-12 (RESERVED)
 - ☒ B-13 Claims for Exceptions to Cost or Pricing Data (form JPL 2703)
 - ☐ B-14 Billing Instructions – Cost Type Contract (form JPL 2716)
 - ☐ B-15 Billing Instructions – CREI Contract (form JPL 2717)
 - ☐ B-16 Billing Instructions – Labor-Hour/Time-and-Material Contract (form JPL 2718)
 - ☒ B-17 JPL Contractor Safety and Health Notification (form JPL 2885)